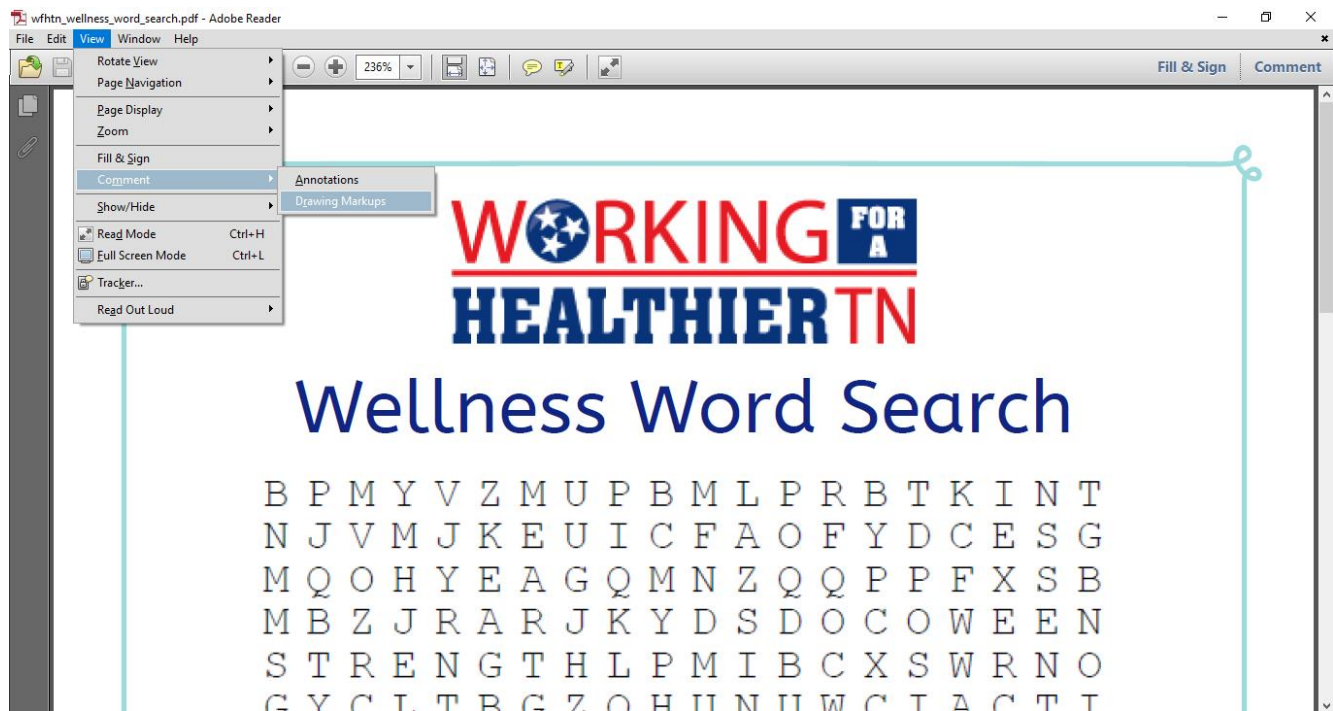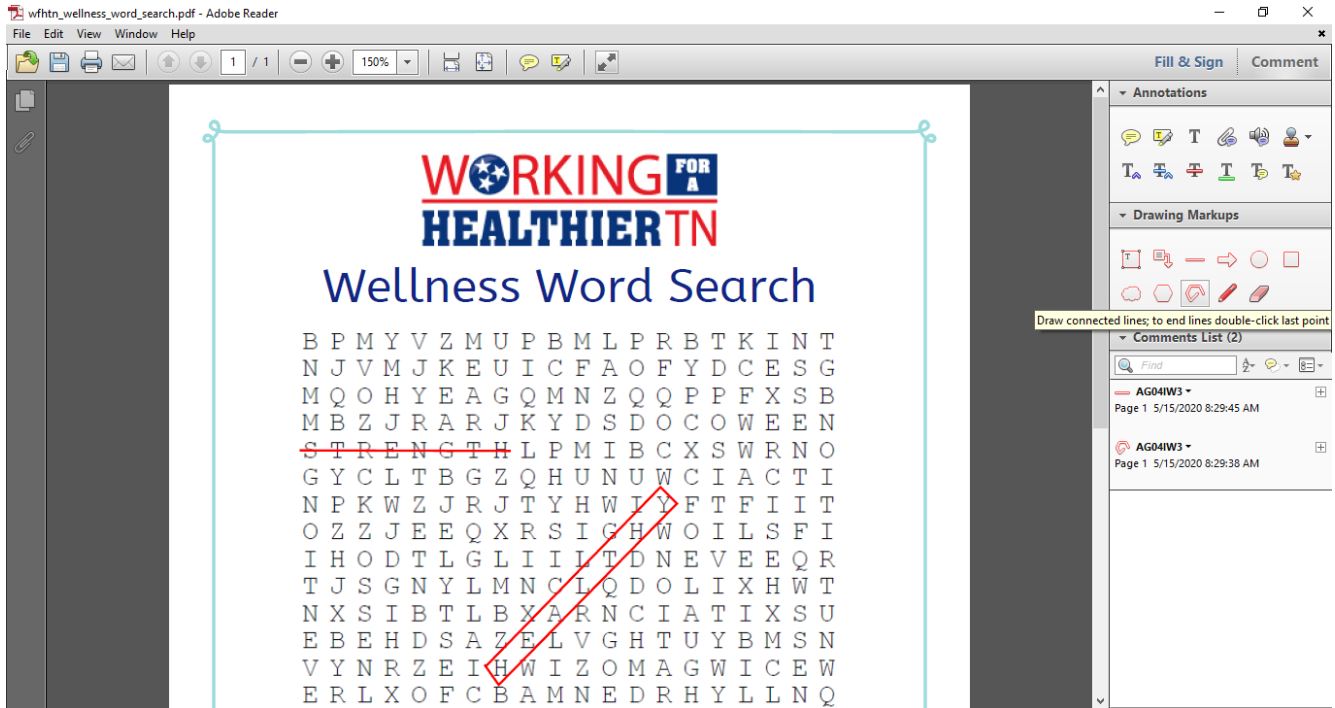# How to Complete Activities Electronically

How to Markup a PDF in Adobe Reader

1. Open the PDF in Adobe Reader
2. Head to the 'View' menu and select 'Comment' then 'Drawing Markups'.

3. Choose your desired tool in 'Drawing Markups' (located on the righthand side) to markup your desired areas.
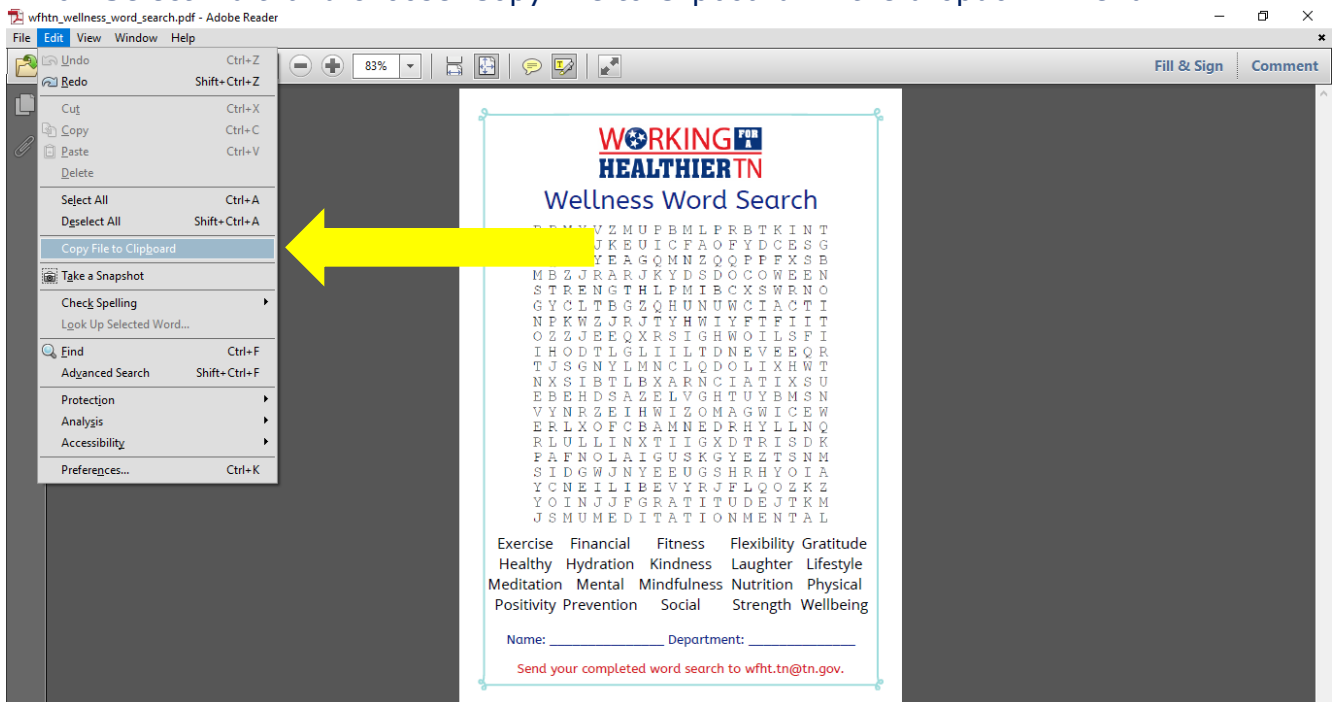
4. Save the file.

How to Convert a PDF to a PNG/JPEG Using Paint
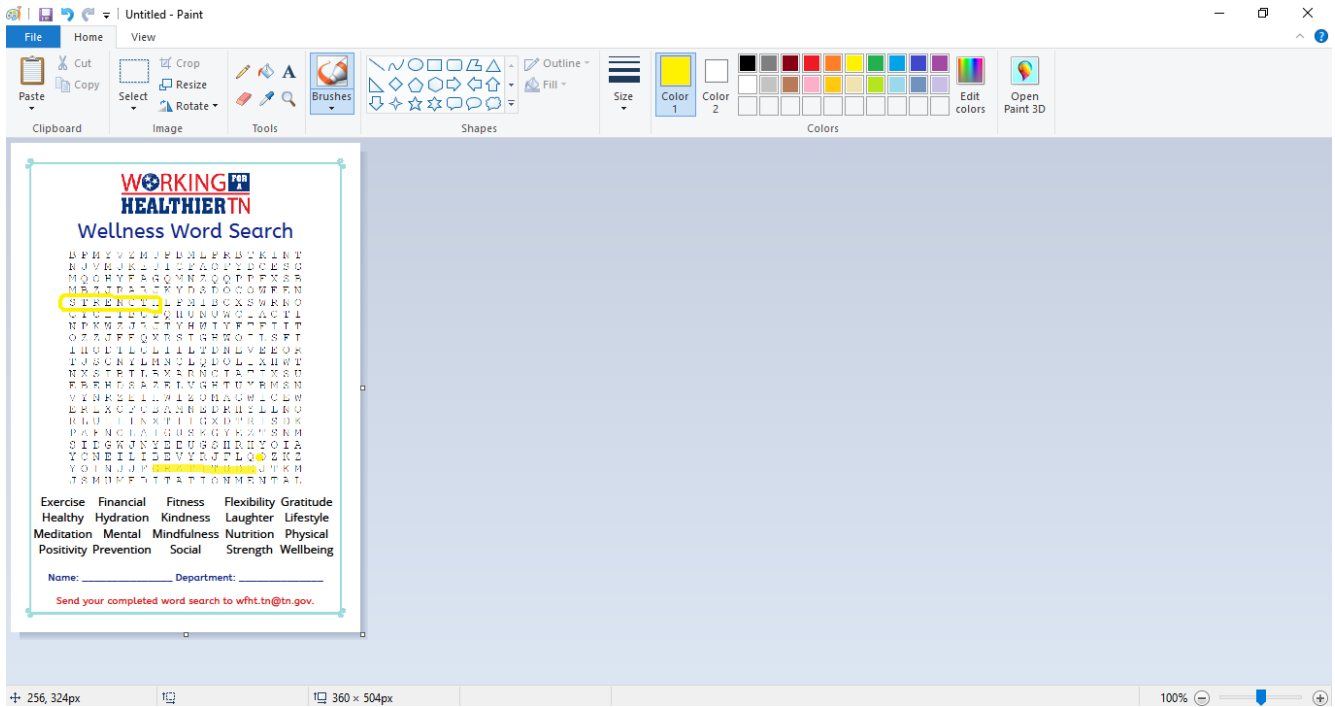
5. Open the PDF in Adobe Reader.
6. Select 'Edit' and choose 'Copy File to Clipboard' in the dropdown menu.

7. Open the Paint program and paste the file.
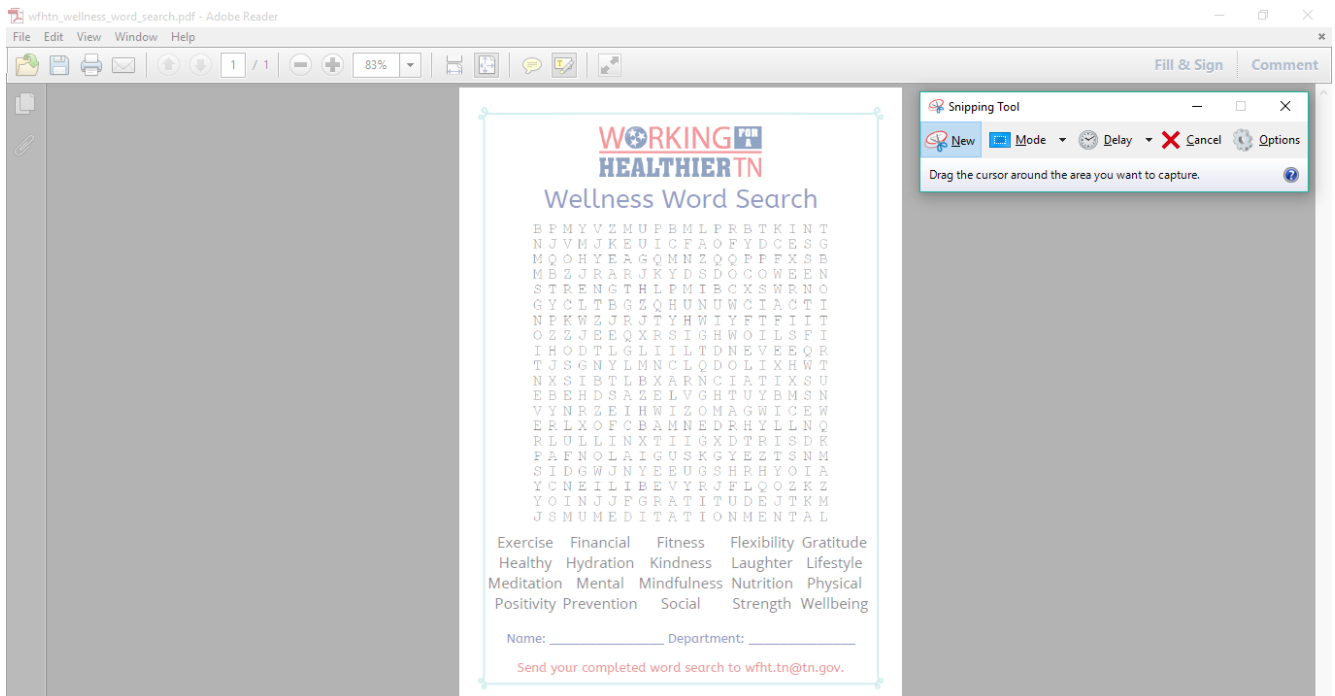   a. Immediately select 'Crop' to eliminate the white space.
8. Now select the 'Pencil' or 'Marker' (under 'Brushes') tool to select/highlight your desired areas.
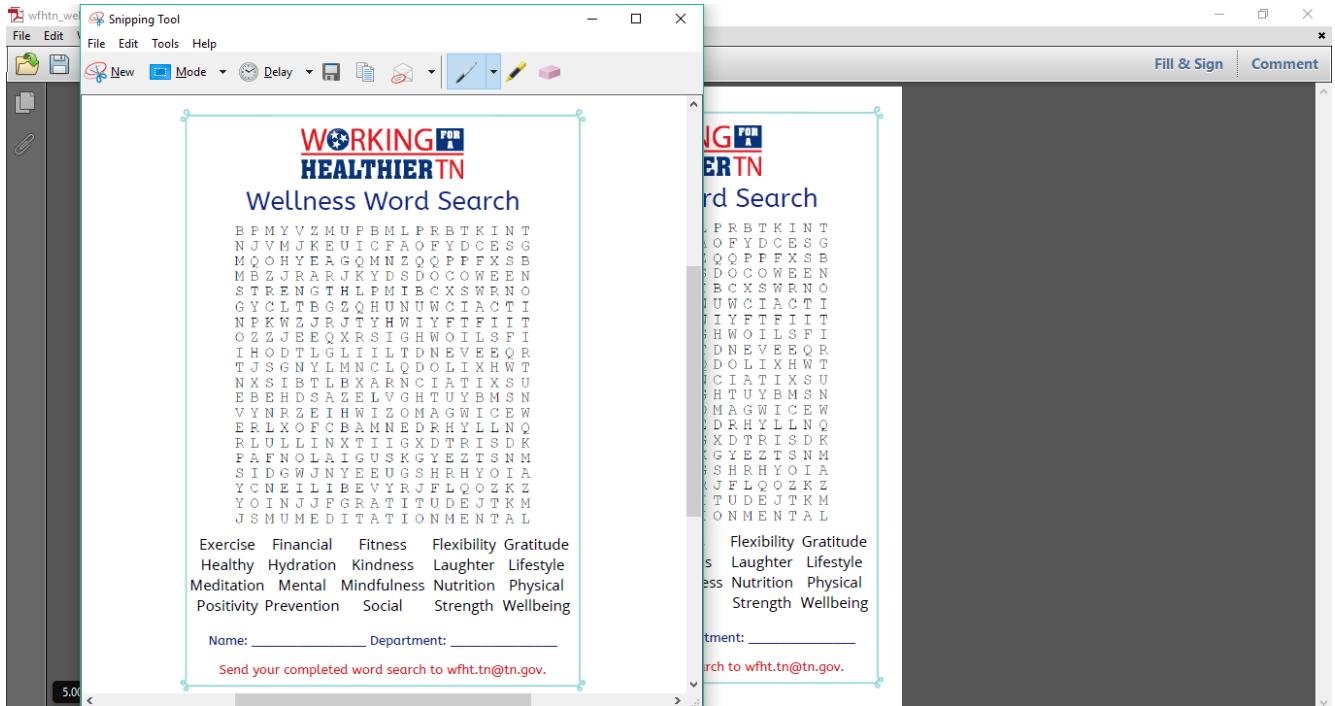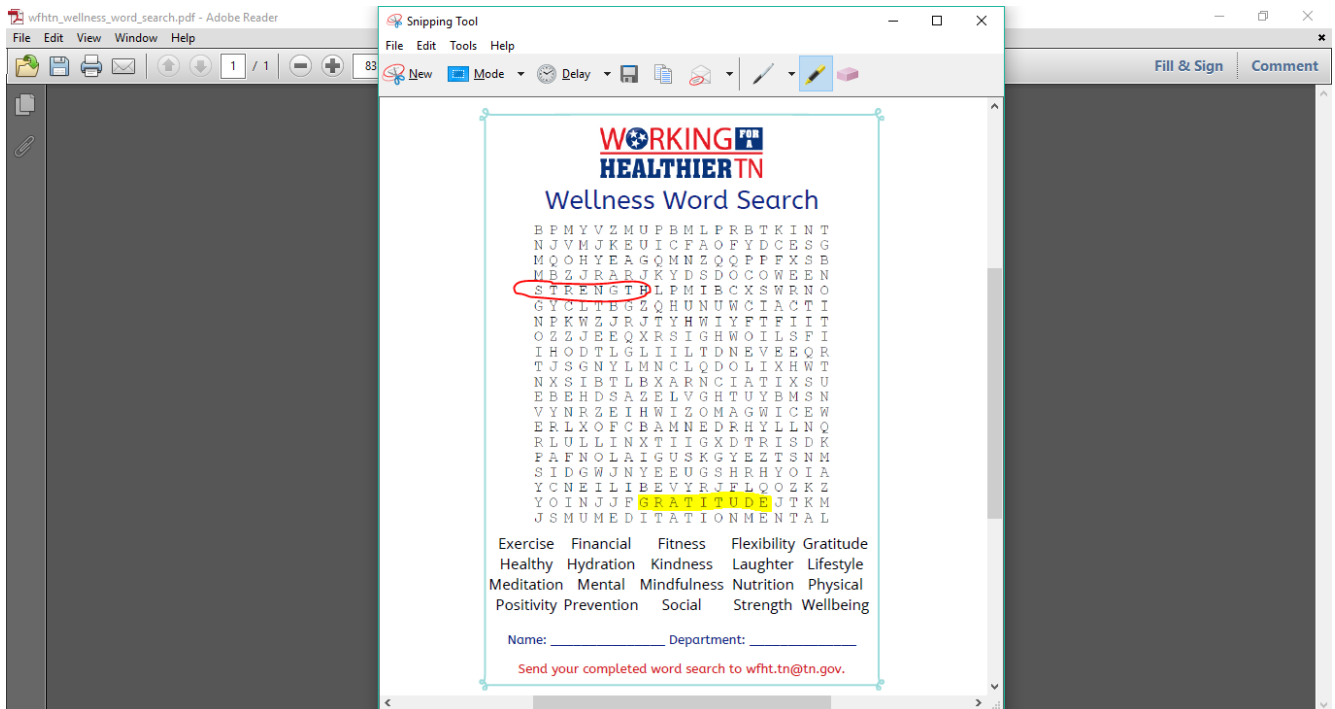
9. Save this file as a PNG or JPEG picture.

How to Use the Snipping Tool to Edit a Selection

1. Open the Snipping Tool and select 'New'.
2. Drag your cursor around the area you want to capture.
   a. A new window will immediately pop up.

3. Now select the 'Pencil' or 'Highlighter' tool to select/highlight your desired areas.

4. Save this file as a PNG or JPEG file.